



CTMS Financial Billing SIG Teleconference Meeting Minutes

Meeting Date	Thursday, September 23, 2004 10 AM EDT																					
Attendees:	<p>Working group coordinator: Scott Finley (Booz Allen Hamilton) Harshawardhan Bal (Booz Allen Hamilton)</p> <p>Participants:</p> <table><tr><td>Name</td><td>Email</td><td>Center</td></tr><tr><td>Jill Kuennen (SIG lead)</td><td>jill-kuennen@uiowa.edu</td><td>Iowa</td></tr><tr><td>Jieping Li</td><td>lj38@georgetown.edu</td><td>Georgetown</td></tr><tr><td>Sorena Nadaf</td><td>s.nadaf@vanderbilt.edu</td><td>Vanderbilt</td></tr><tr><td>Michael Davis</td><td>davismk@upmc.edu</td><td>UPMC</td></tr><tr><td>Aaron Seib</td><td>aseib@ctisinc.com</td><td>CTIS</td></tr><tr><td>Rhoda Arzoomanian</td><td>rza@medicine.wisc.edu</td><td>Wisconsin</td></tr></table>	Name	Email	Center	Jill Kuennen (SIG lead)	jill-kuennen@uiowa.edu	Iowa	Jieping Li	lj38@georgetown.edu	Georgetown	Sorena Nadaf	s.nadaf@vanderbilt.edu	Vanderbilt	Michael Davis	davismk@upmc.edu	UPMC	Aaron Seib	aseib@ctisinc.com	CTIS	Rhoda Arzoomanian	rza@medicine.wisc.edu	Wisconsin
Name	Email	Center																				
Jill Kuennen (SIG lead)	jill-kuennen@uiowa.edu	Iowa																				
Jieping Li	lj38@georgetown.edu	Georgetown																				
Sorena Nadaf	s.nadaf@vanderbilt.edu	Vanderbilt																				
Michael Davis	davismk@upmc.edu	UPMC																				
Aaron Seib	aseib@ctisinc.com	CTIS																				
Rhoda Arzoomanian	rza@medicine.wisc.edu	Wisconsin																				
Agenda	<ol style="list-style-type: none">1. Taking Minutes2. Create SOW3. Review current financial system documentation4. Discuss the features we would like in our system																					
General discussion points raised by participants:	<ol style="list-style-type: none">1. Three existing applications were discussed. They are SiteWorks, ONCORE and UPMC's homegrown CTMS financial billing application.2. Members discussed that the module should be fee schedule driven and embedded with flexibility to easily fit with each center's own features.3. Members agreed the major focus on this module at the initial development phase would be budget and study calendar functions.4. Members discussed our next step will be review all the current existing financial system workflow, to identify the user cases and key functional requirements, and then evaluate existing commercial and home developed applications.5. For the next face to face meeting, Jill requested the similar format and time frame to present our SIG development.																					

	<p>6. Minutes will be taken by SIG members. BAH is still going to facilitate each conference. Jieping Li volunteered to take minutes and distribute to each member to make comment before send to BAH to publish.</p>
<p>Action Items:</p>	<ul style="list-style-type: none"> • SIG members will provide their center financial billing workflow document within a week. • Jill will draft SOW at global level. • Each SIG member needs to identify at least one fiscal person to provide assistance.